

APPENDIX B - POSTING OF EXPENSES  
FORM OR TEMPLATE FORM

NAME: Mary Wilson Trider

TITLE: President & CEO

REPORTING PERIOD: October 1, 2019 to March 31, 2020 - Q 3 & 4 Fiscal Year 2019-2020

Date	Amount	Expense Category	Description
Fiscal Year 2019-2020	813.05	Travel	Mileage

**Definitions:**

Date(s): - When expense(s) were incurred

Amount: - The value of the approved expense

Expense Category: - the type of expense incurred:

- Travel:
  - Vehicle Rental or own use (mileage)
  - Train or air travel
  - Taxi or public transportation
  - travel incidentals (insurance, parking, tolls)
- Meal
- Hospitality

Description: Notes explaining the context in which the expenses were incurred, or any other relevant details.

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NAME: Kimberley Harbord

TITLE: VP & Chief Financial Officer

REPORTING PERIOD: October 1, 2019 to March 31, 2020 - Q 3 & 4 Fiscal Year 2019-2020

Date	Amount	Expense Category	Description
April 30, 2019	434.64	Travel	Studer/CPA Conference
Fiscal Year 2019-2020	457.85	Travel	Mileage

**Definitions:**

Date(s): - When expense(s) were incurred

Amount: - The value of the approved expense

Expense Category: - the type of expense incurred:

→ Travel:

Vehicle Rental or own use (mileage)

Train or air travel

Taxi or public transportation

travel incidentals (insurance, parking, tolls)

→ Meal

→ Hospitality

Description: Notes explaining the context in which the expenses were incurred, or any other relevant details.